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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, of Logistics

DATE: JAN 14 1954

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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a. [REDACTED] (continued item)

(1) The operating plan for inventorying Group 5, Communication and Photographic Materials has been developed and distributed to cognizant offices and persons. The date of commencement of the inventory has been set for 18 January with appropriate cut-offs for requisition processing and incoming materials to stock established as of 14 January 1954.

(2) Grading work in the outside area has begun in preparation for paving and construction of a truck shed and loading dock in the Southeastern area of the site. Electrical contractors are at the warehouse for additional and modification of electrical service. Present indications are that work in the TSS shop will be the first project to be started.

b. Supply Training: (continued item)

(1) Course schedules have been distributed to instructors and the Training Officer, Logistics Office, in preparation for the Second Logistics Support Course.

(2) During the past week, representatives of the Medical Office, Support Staff, evinced an interest in sending several Medical storekeepers to take the Logistics Support Course. They feel they have a particular need to have a number of such personnel trained in Field Logistical operations since medical storekeepers are assigned to overseas installations and thus become integrated with other supply functions. Current requirements call for a Medical Storekeeper for [REDACTED] and it was strongly recommended that person nominated be given the advantage of training offered in the Logistics Support Course. Medical plans to discuss this further with the Training Officer, LO, as the nomination for the [REDACTED] becomes firm.

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~~SECRET~~2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

Nothing new to report.

3. OTHER ITEMS OF INTEREST:a. Supply Regulations: (continued item)

No change in status.

b. Catalog Revisions: (new and completed item)

Extensive revisions to the Agency Catalog have been in process for Group 7 (General Supplies), Group 6 (Medical), and Group 1 (Ordnance). Each of the catalog groups are in the final stages of reproduction following verification of proof-listings and preparation of multilith mats. A major change in presentation of items for Family Group 7 will be incorporated in the next distribution of the catalog. The revised catalog will be a single document replacing the three catalogs for Group 7 material as previously published. Appropriate indexes have been provided in the revised catalog to separate operational items for ready reference.

c. Preparation of Requirements for Shopping List: (new and completed item)

The division is currently working on the development of a shopping list of operational material which is based principally on issue experience. This effort will be combined with that of Commo, TSS, PM Staff, and Medical to present a more current requirements forecast of material in support of Agency operations. A more recent run-down of issue experience has been received which is being evaluated against established stock levels in preparing this division's contribution to the shopping list.

d. Establishment of Standard Medical Items: (new and completed item)

A meeting was held this week with Medical Office representatives to discuss the integration of the recently developed approved list of medical stores to be stocked by the Agency in the catalog. The approved items were determined by a panel of doctors and medical service personnel and these will constitute the range of medical items to be stocked in the Supply System. It will be necessary to screen this list with the catalog and indicate with an appropriate symbol those items which are presently in stock but which will not be replenished when stocks are exhausted. Medical has offered the services of one of their storekeepers to work with the Catalog Section in this work.

e. Motor Vehicle Projects: (new and completed item)

(1) A recommended vehicle table of allowances has been prepared in conjunction with FE/Log for submission to the DD/P for approval.

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(2) A complete vehicle inventory for the [REDACTED] Mission has been received and is presently being reconciled with headquarters records.

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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Weekly Activity Report of 10 December for current status of objectives.

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LO/SD:DW:mt:adeg (14 Jan. 1954)

Distribution:

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1 - Supply Division

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